



ALPHA SIGMA PHI

alphasig.org

ALUMNI ASSOCIATION APPLICATION GUIDE

APPLICATION STEPS

1. Gather 4-5 alumni who mutually share an interest in forming an Alumni Association.
2. Review the International Constitution as it relates to Alumni Associations: Article IV, Section 2-5.
3. Review the Volunteer Handbook, pages 18-20 on Alumni Associations.
4. Notify chapter alumni of officer elections and elect/appoint the following officers:
 - President
 - Treasurer/Secretary
 - Decade Representatives for each decade your chapter has living alumni
5. Create Alumni Association Bylaws. A sample set of bylaws can be found on the Fraternity's website under Volunteer Resources.
6. Plan an Alumni Association event.
 - Your Alumni Engagement Staff Liaison can assist you in the planning process.
7. Complete the Recognized Alumni Association Application, which you can find on the Fraternity's website under
 - Volunteer Resources.
8. Send the completed application and Alumni Association bylaws to your Alumni Engagement Staff Liaison.

REQUIREMENTS TO MAINTAIN RECOGNITION

The Alumni Association Annual Report must be completed by April 15. The following requirements are included in the Alumni Association Annual Report.

- Update/Confirm officers in Vault.
- Submit the up-to-date Bylaws for the Alumni Association.
- Sponsor at least one alumni event annually.
- Have and maintain an alumni Facebook group.
- Send at least one communication (electronic or mail) to all chapter alumni.
- Increase the Chapter Endowment.
- Reduce the number of chapter alumni with missing contact information (address, email and phone).

FREE SERVICES PROVIDED TO RECOGNIZED ALUMNI ASSOCIATIONS

- Chapter alumni lists and updated directories.
- One vote at all Grand Chapters.
- Liability insurance for recognized Alumni Associations and its officers
- Two electronic newsletters (up to six pages). The Alumni Association provides the content and proofs the final version. Fraternity Headquarters will design, edit and distribute.
- One mailed newsletter (up to six pages). The Alumni Association provides the content and pays for postage. Fraternity Headquarters will design, edit and distribute including paying for printing and labor.
- Fundraising assistance for Chapter Endowment